The State Office of Community Services derived its statutory authority from a 1976 Executive Order, and by NRS 523.031. It was created to replace the Office of Economic Opportunity, functioning as a community affairs agency with the ability to respond to the diverse needs of Nevada's citizens, providing a wide range of assistance to the citizens, communities, and businesses throughout Nevada.

The goal of Community Services is to improve the quality of life for all Nevadans through the administration of state and federal programs designed to improve social, economic, housing, energy and community development resources, with emphasis on low-income Nevadans, small businesses, local government and non-profit organizations.

Aside from routine planning and management activities, Director's Office involved in managing the closure of past year agency audits, developing grant proposals, financial management, and supervision and support services to all agency programs.